



WORKFORCE RECRUITMENT PROGRAM - INTERVIEW SHEET

Candidate Name:

Appointment Type:

School Attending:

School Interviewing at:

Major:

Minor:

Location Preference(s) up to 5 selections:

Location notes (if any):

Job Preference:

Second Job Preference (if any):

EVALUATION FACTORS (5 = Outstanding, 4 = Above Average, 3 = Average, 2 = Marginal, 1 = Unsatisfactory)

Qualifications (Academic background, Job/Internship/Volunteer Experience, Position Match. If the student has a GPA lower than 2.5 they should be able to explain why.)

Direction (Well-Defined Goals, Confidence in Abilities, Realistic and Practical, Ability to prioritize responsibilities as they work towards their goals, high expectations for their future)

Maturity (Responsible, Self-Reliant, Decisive, Appropriate Interview Attire, arrive on time with materials in hand, ask suitable questions)

Communication Skills (Personal Interaction Skills, Proficiency in conveying and receiving both written and verbal information, Resume well laid out and informative, ask and answer questions clearly and concisely)

Overall Rating (3/3.5/4/4.5/5) Overall assessment of the student- This rating does not have to be the average of the other four ratings. It should be rare that a student gets an Overall Rating of 5. Giving a student a 5 means that they can't get any better or that there is nothing more that they can learn during the rest of their college career. Don't use a rating of 5 as a starting point – use a rating of 3 as a starting point, since 3 is a rating of “average.” This applies to your assignment of ratings in all categories.

OTHER

General Comments/Notes (not related to disability):

Computer or Other Notable Skills:

Job Accommodations: *Please note, you are not to disclose disability in your notes, general comments, or job accommodation notes sections.